Industries Commissionerate
(GOVERNMENT OF GUJARAT)

IC Portal – Clerk User Manual (IS Claim Module)

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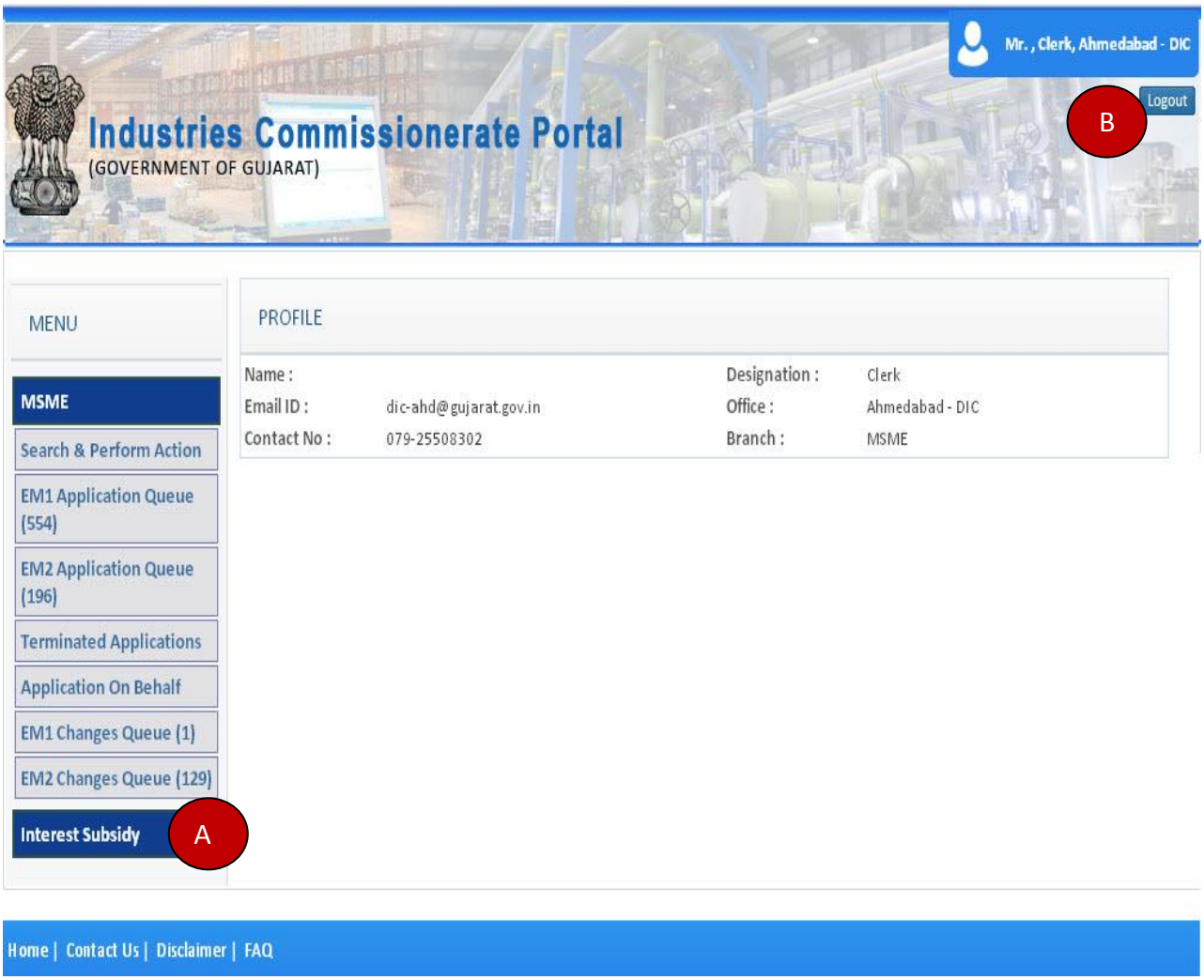
1. How do I login to the portal?

- Go to the URL :- http://10.10.46.175/ic/admin/login.aspx
- The following homepage will open.**(A)**

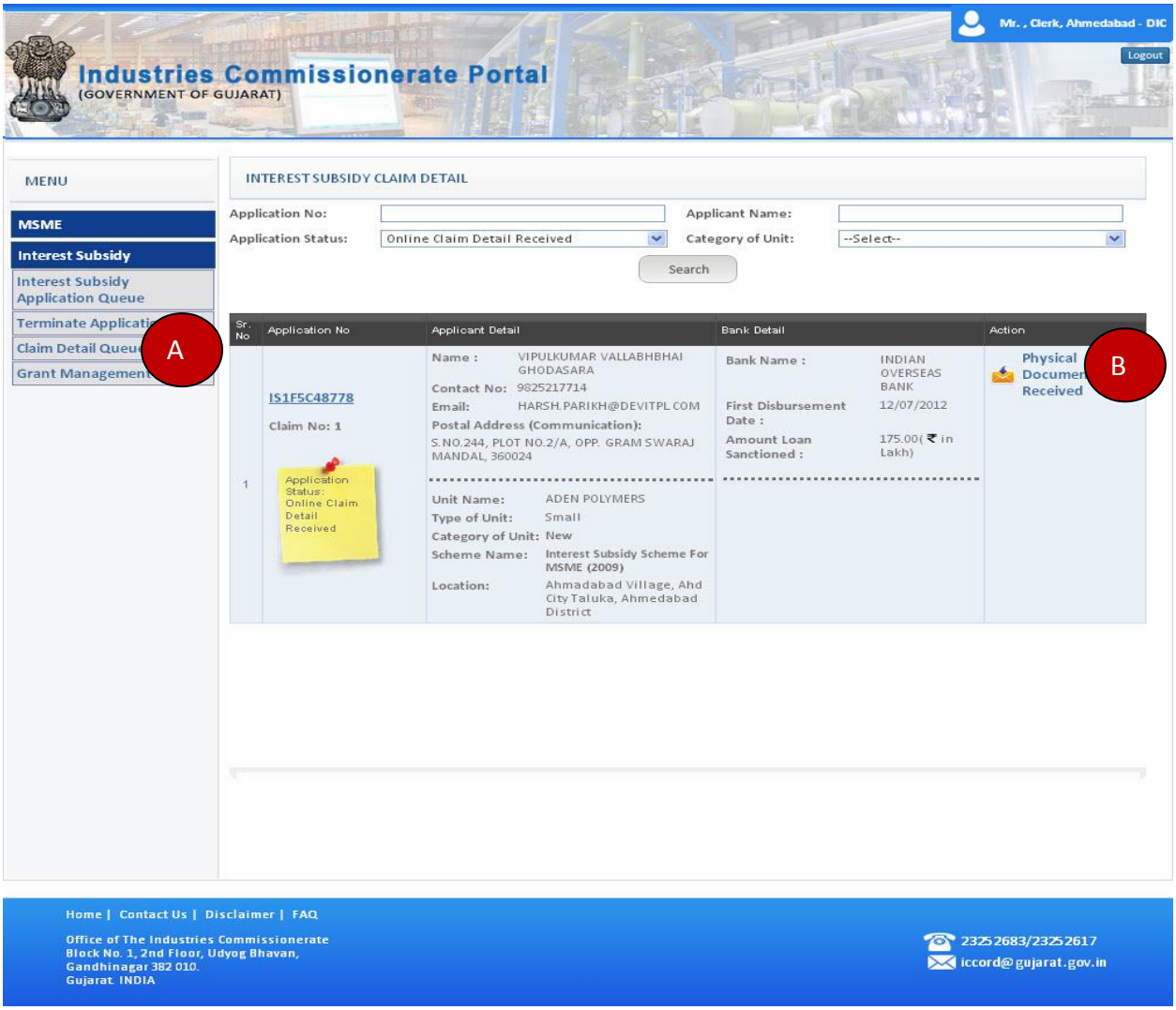
- After user name and password are entered, click on “Login” button and it will redirect you to our system. **(B)**
- If you forgot your password, then in that case click on “Forgot Password”, it will ask you to enter your Email ID to send your password on that Email ID. **(C)**

2. How do I Access the Interest Subsidy Claim Module?



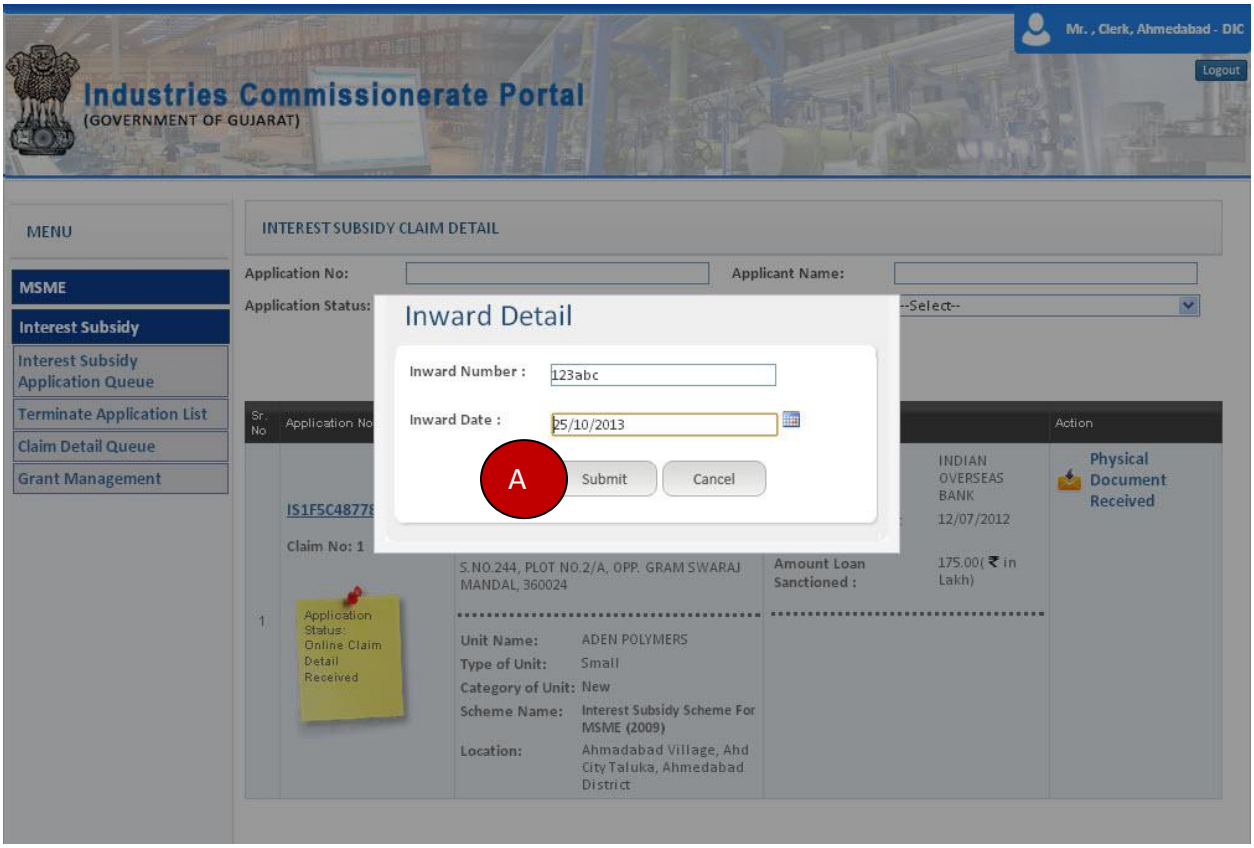
- Click on the *Interest Subsidy* Menu to access the Interest Subsidy Claim Module. **(A)**
- Click on the "logout" to go back to Login Panel. **(B)**

3. How do I Receive the Physical Document?



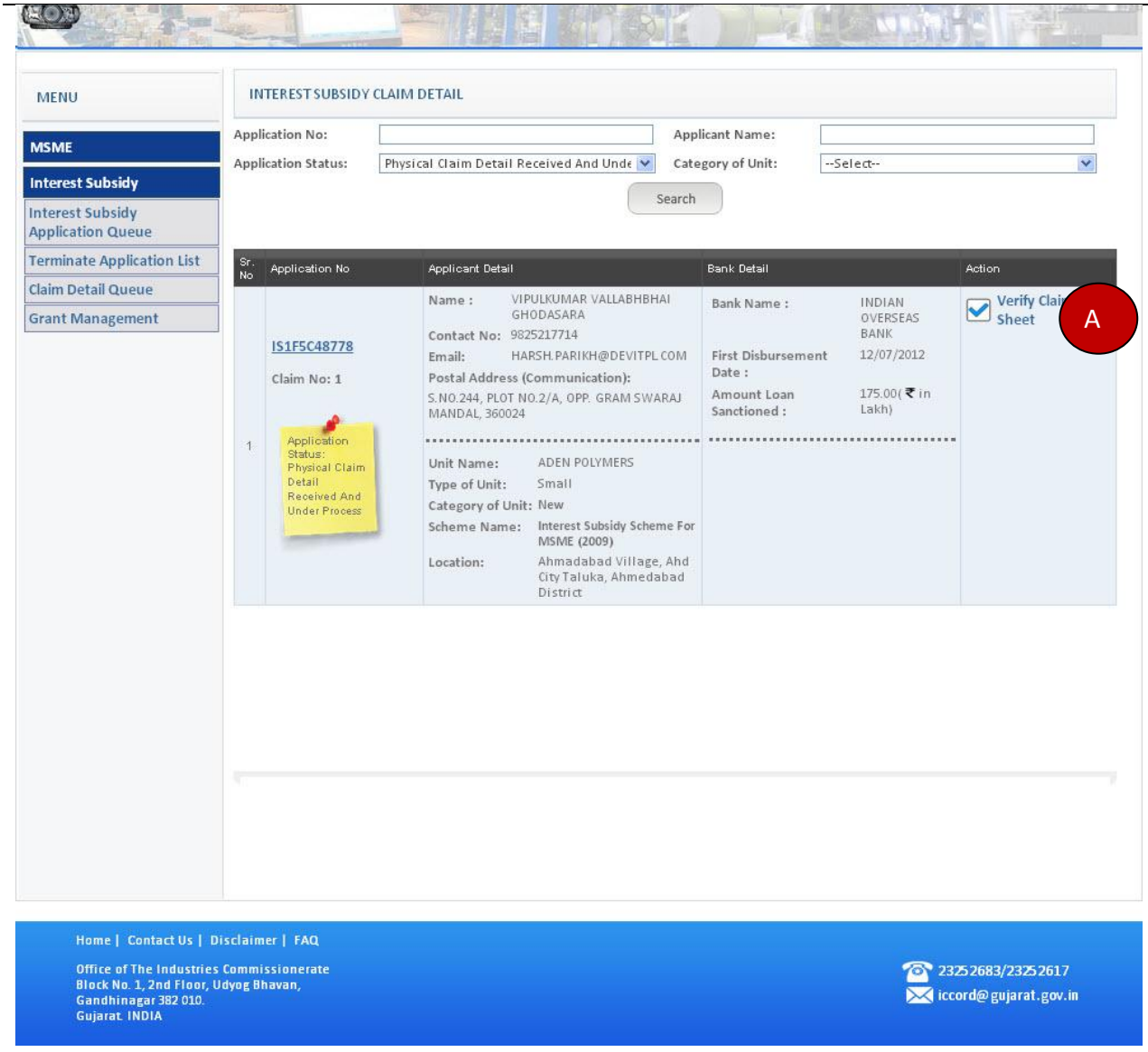
- Click on “Claim Detail Queue” for view all the claim application which are submitted by applicant. **(A)**
- All action items will be displayed in last column of table.
- Click on “Physical Document Received” link to receive a document.**(B)**

4. How do I Enter the Inward Number and Inward Date?



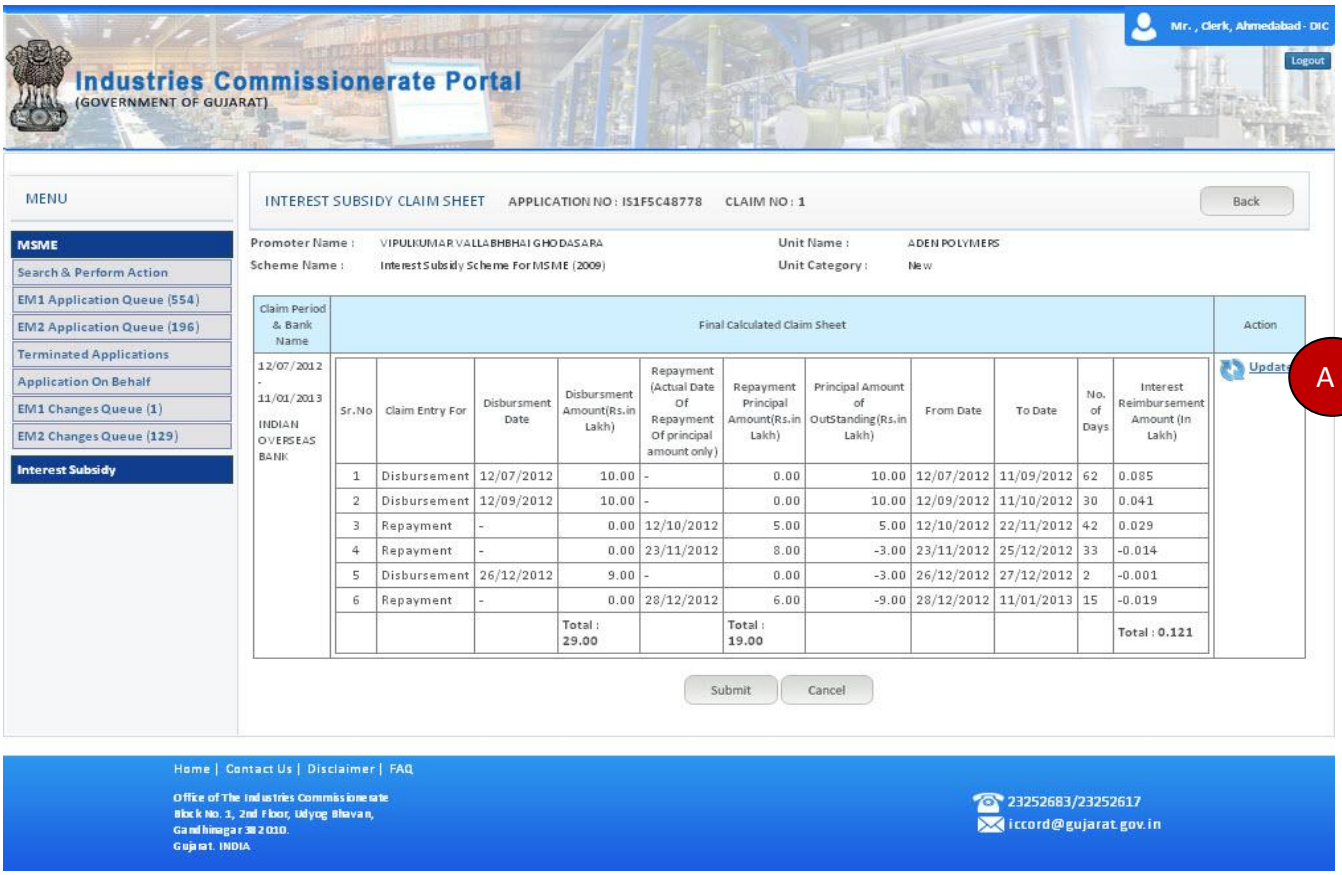
- When user clicks on “Physical Document Received” link, then it will display popup to enter inward detail which is displayed in above screenshot.
- After enter Inward number and date , click on “Submit” button to submit your inward detail.**(A)**

5. How to Verify / Update Claim Sheet?



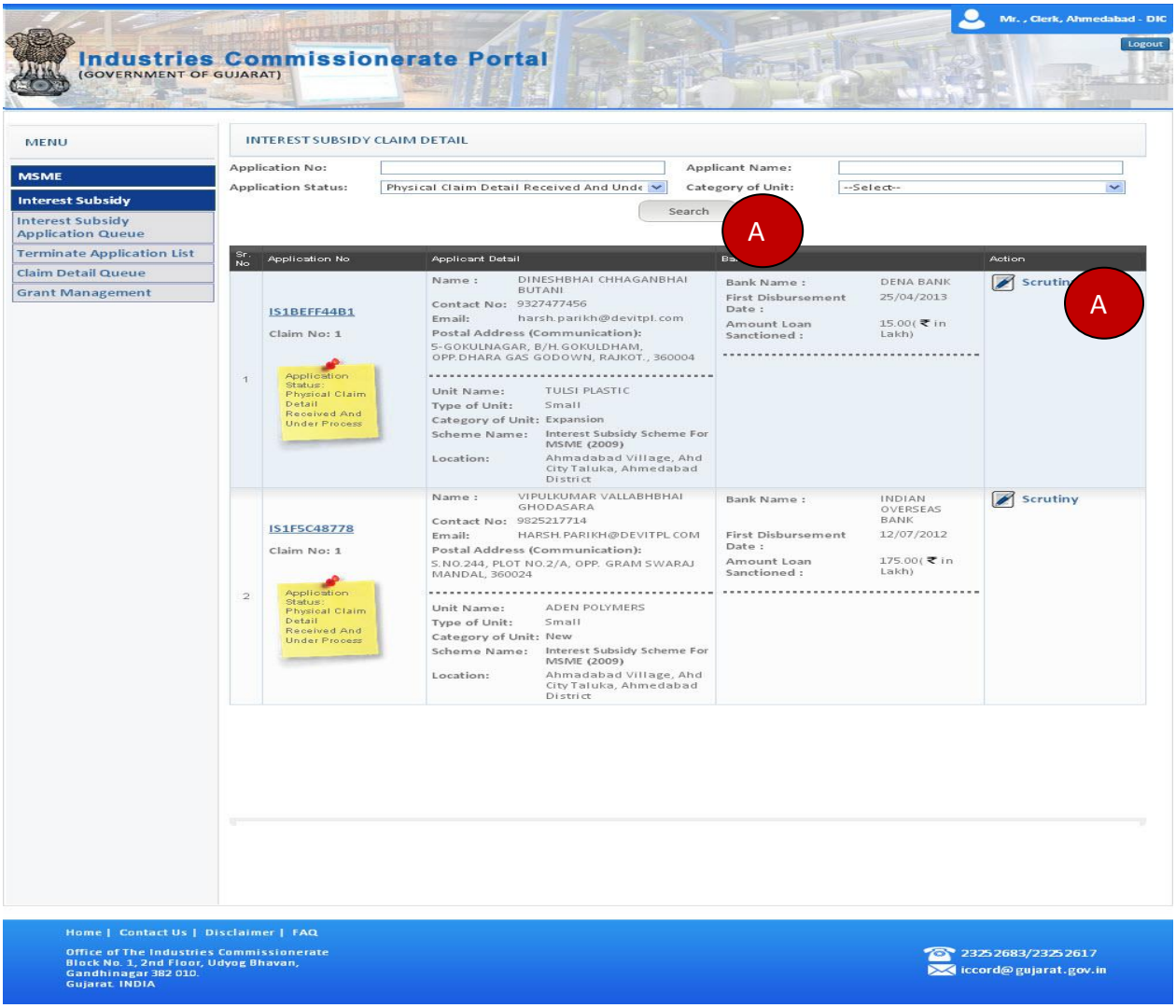
- After completion of Physical Document Received process, Verification of claim sheet functionality will available.
- Click on “Verify Claim sheet” link to verify or update the submitted claim sheet.**(A)**

6. How to submit the verified Claim Sheet?


Industries Commissionerate Portal
(GOVERNMENT OF GUJARAT)
Mr. , Clerk, Ahmedabad - DIC
Logout
MENU
MSME
Search & Perform Action
EM1 Application Queue (554)
EM2 Application Queue (196)
Terminated Applications
Application On Behalf
EM1 Changes Queue (1)
EM2 Changes Queue (129)
Interest Subsidy
INTEREST SUBSIDY CLAIM SHEET APPLICATION NO : IS1F5C48778 CLAIM NO : 1
Back
Promoter Name : VIPULKUMAR VALLABHBHAI GHODASARA
Unit Name : ADEN POLYMERS
Scheme Name : Interest Subsidy Scheme For MSME (2009)
Unit Category : New
Claim Period & Bank Name
Final Calculated Claim Sheet
Action
12/07/2012 - 11/01/2013
INDIAN OVERSEAS BANK
Update
A
Sr.No | Claim Entry For | Disbursment Date | Disbursment Amount(Rs.in Lakh) | Repayment (Actual Date Of Repayment Of principal amount only) | Repayment Principal Amount(Rs.in Lakh) | Principal Amount of OutStanding(Rs.in Lakh) | From Date | To Date | No. of Days | Interest Reimbursement Amount (In Lakh)
1 | Disbursement | 12/07/2012 | 10.00 | - | 0.00 | 10.00 | 12/07/2012 | 11/09/2012 | 62 | 0.085
2 | Disbursement | 12/09/2012 | 10.00 | - | 0.00 | 10.00 | 12/09/2012 | 11/10/2012 | 30 | 0.041
3 | Repayment | - | 0.00 | 12/10/2012 | 5.00 | 5.00 | 12/10/2012 | 22/11/2012 | 42 | 0.029
4 | Repayment | - | 0.00 | 23/11/2012 | 8.00 | -3.00 | 23/11/2012 | 25/12/2012 | 33 | -0.014
5 | Disbursement | 26/12/2012 | 9.00 | - | 0.00 | -3.00 | 26/12/2012 | 27/12/2012 | 2 | -0.001
6 | Repayment | - | 0.00 | 28/12/2012 | 6.00 | -9.00 | 28/12/2012 | 11/01/2013 | 15 | -0.019
Total : 29.00 | Total : 19.00 | Total : 0.121
Submit
Cancel
Home | Contact Us | Disclaimer | FAQ
Office of The Industries Commissionerate
Block No. 1, 2nd Floor, Udyog Bhavan,
Gandhinagar 382 010.
Gujarat. INDIA
23252683/23252617
iccord@gujarat.gov.in

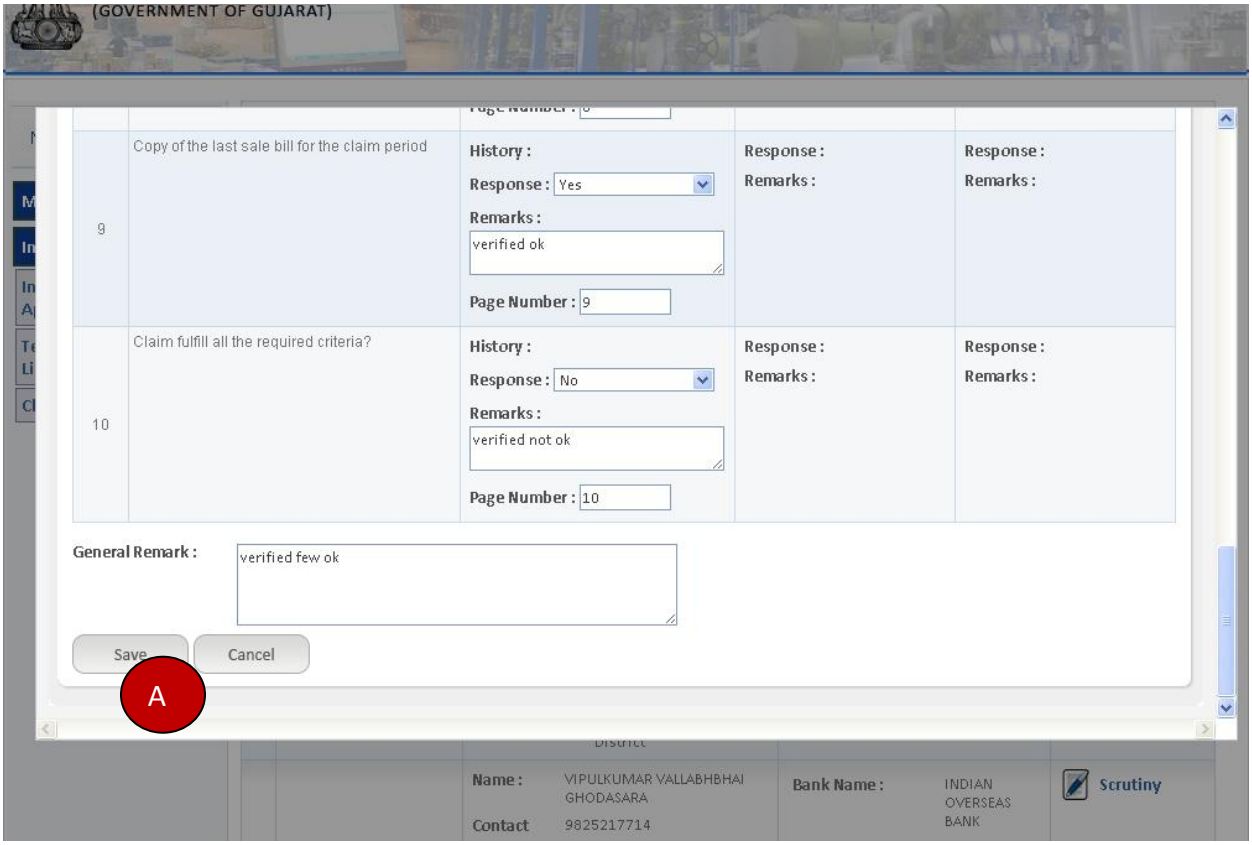
- If clerk want to change the data of claim then click on “Update” then system will allows you to update claim detail.**(A)**

7. How do I Perform Scrutiny?



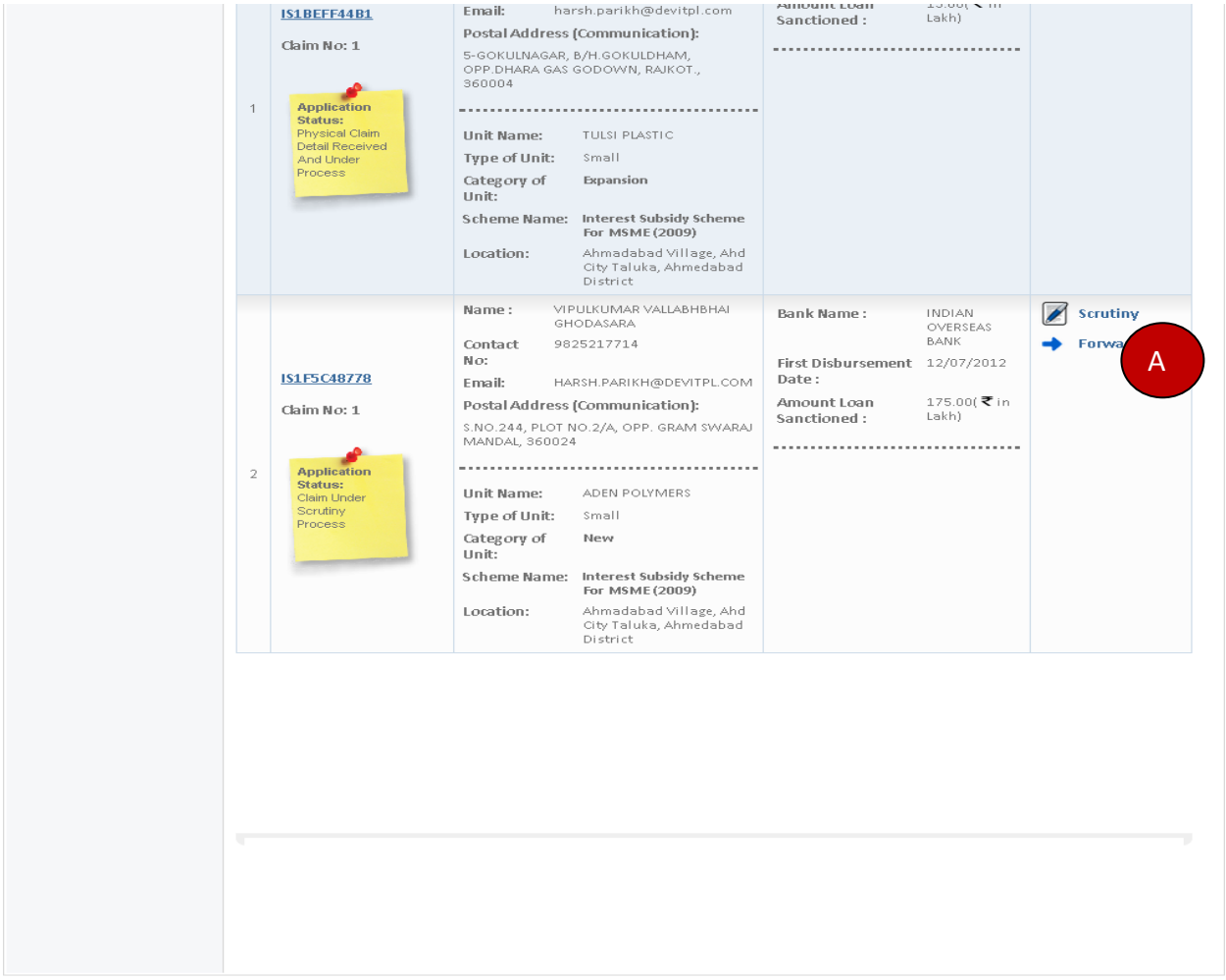
- After completion of verification of claim sheet system will allow perform Scrutiny process.
- Click on “Scrutiny” for perform scrutiny process. **(A)**
- Using Search functionality Clerk can search application by Application No, Application Status, Applicant Name and category of unit.**(B)**

8. How to submit Scrutiny Process?

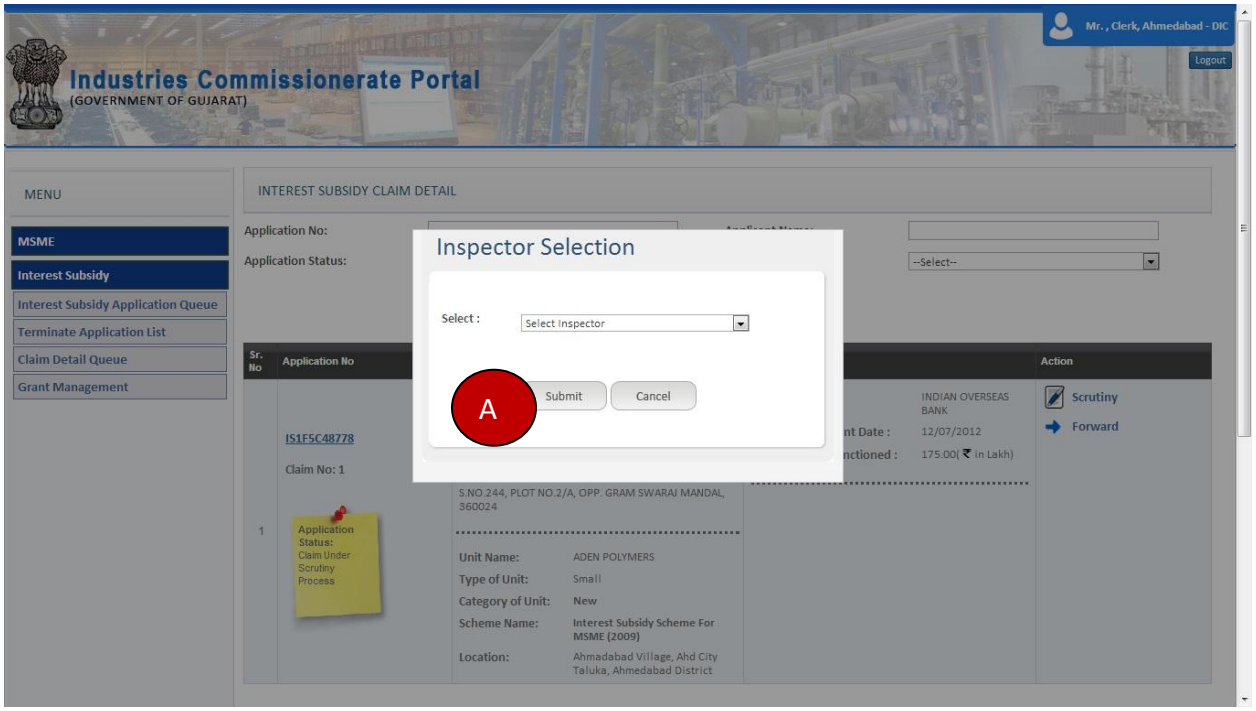


- At time scrutiny, clerk have to enter response and page number for each document.
- After entering the data click on “Save” button for save scrutiny data. **(A)**

9. How to forward application to Inspector or Manager RM?


IS1BEFF44B1
Claim No: 1
Application Status: Physical Claim Detail Received And Under Process
Email: harsh.parikh@devitpl.com
Postal Address (Communication):
5-GOKULNAGAR, B/H.GOKULDHAM, OPP.DHARA GAS GODOWN, RAJKOT., 360004
Unit Name: TULSI PLASTIC
Type of Unit: Small
Category of Unit: Expansion
Scheme Name: Interest Subsidy Scheme For MSME (2009)
Location: Ahmadabad Village, Ahd City Taluka, Ahmedabad District
Amount Loan Sanctioned :
Lakh)
1
IS1F5C48778
Claim No: 1
Application Status: Claim Under Scrutiny Process
Name : VIPULKUMAR VALLABHBHAI GHODASARA
Contact No: 9825217714
Email: HARSH.PARIKH@DEVITPL.COM
Postal Address (Communication):
S.NO.244, PLOT NO.2/A, OPP. GRAM SWARAJ MANDAL, 360024
Unit Name: ADEN POLYMERS
Type of Unit: Small
Category of Unit: New
Scheme Name: Interest Subsidy Scheme For MSME (2009)
Location: Ahmadabad Village, Ahd City Taluka, Ahmedabad District
Bank Name : INDIAN OVERSEAS BANK
First Disbursement Date : 12/07/2012
Amount Loan Sanctioned : 175.00(₹ in Lakh)
2
Scrutiny
Forwa
A
Home | Contact Us | Disclaimer | FAQ
Office of The Industries Commissionerate
Block No. 1, 2nd Floor, Udyog Bhavan,
Gandhinagar 382 010.
Gujarat. INDIA
23252683/23252617
iccord@gujarat.gov.in

- After completion of Scrutiny, “Forward” option is available for that application.



- At time of forward, If Inspection is required then pop up should open for select inspector name.
- If Inspection is not required then application automatically forward to Manager RM.
- After selection of Inspector, Click on Submit button for forward application to selected Inspector**(A)**